

STATE OF MONTANA JOB VACANCY
AN EQUAL OPPORTUNITY EMPLOYER
DEPARTMENT OF REVENUE
"External Recruitment / Union"

Position Title: Individual Income Tax Specialist (Management Analyst)
Position Number: 58106120
Division: Business and Income Tax
Band/Salary: 7/\$20.26 - \$24.06/hr DOQ
Type of Employment: Permanent / Full Time
Location: Helena
Union: Yes
Supplement: Yes
College Transcripts: Yes
Closing Date: March 21, 2008

The Department of Revenue is looking for an energetic and enthusiastic individual who enjoys the challenge of working with complex individual income tax issues. As an Individual Income Tax Specialist, you must be self-motivated with the ability to work independently and as part of a team. You must possess a strong work ethic and a positive attitude, enjoy working with, and for, the public.

The Individual Income Tax Specialist is responsible for providing expert guidance for the administration of the individual income tax program. Individual Income Tax Specialists provide advisory level expertise on functions necessary to ensure the quality and effectiveness of the complex work associated with individual income tax. Some of the duties associated with this position include: communicating the Department's position regarding income tax issues to internal and external stakeholders, preparing division correspondence, developing and reviewing tax returns, assisting with appeals, providing assistance throughout the legislative process and conducting quality review audits. If you have the skills to understand and apply laws, rules, policies and procedures as well as the ability to make sound decisions, we encourage you to apply.

The above competencies are typically acquired through a combination of education and experience equivalent to a Bachelor's degree in Business Management, Finance, or Accounting and five years of experience in federal and state individual income tax practice. Project management and technical research experience is desired. Other relevant combinations of education and experience will be evaluated on an individual basis. **It is important that all previous work experience is listed.**

The State offers great benefits to its employees including three weeks paid vacation, sick leave, medical, dental, and life insurance, and a retirement plan. Optional programs available include vision coverage, disability insurance, and a deferred compensation plan. The department also makes additional training opportunities available to all employees. This is a great career opportunity.

A typical average compensation package for an average salary of \$45,000.00 / yr is:

Wages:	\$45,000.00
Benefits:	\$ 7,080.00
Retirement:	\$ 3,105.00
Total Average Wage Package	\$55,185.00

Application Deadline: All application materials must be received by 5:00 PM on the closing date. Application materials may be sent directly to:

Human Resources
Department of Revenue
PO Box 1712
Helena, MT 59604

Applications submitted to a Job Service Office must be date stamped by the closing date. If you choose to fax your application, you will need to call to verify all pages are legible. **Late, unsigned or incomplete applications will not be considered.** This job announcement and the Montana State application form can be found on the Internet at www.mt.gov/revenue. Phone: (406) 444-9858 Fax: (406) 444-6998.

Accommodations: The State of Montana makes reasonable accommodations for any known disability that may interfere with an applicant's ability to compete in the recruitment and selection process or an employee's ability to perform the essential duties of the job. For the state to consider any such accommodation, the applicant must make known any needed accommodation. (Telecommunications Device for the Deaf – TDD 406-444-2830)

Application materials required for this position are:

1. A completed State of Montana Application. State of Montana application forms are now available on the Internet at www.mt.gov/revenue.
2. Answers to the supplement questions (attached).
3. Copy of College or University transcripts.
4. Applicants claiming the Veteran's or Handicapped Person's Employment Preference (see State of Montana Employment Application, PD-25) must provide verification of eligibility with the application materials by the closing date. The required documentation includes a DD-214 or PHHS Certification of Disability form.

Failure to submit completed application materials will result in the application being rejected. Late applications will also be rejected. Please note: unsolicited information/materials submitted as part of an application will not be passed on to the hiring authority.

Union: These positions are covered by a union contract, which requires the applicants be selected for this position based on qualifications, ability and seniority. The successful applicant(s) will be required to join the bargaining unit and either pay dues or a representation fee.

Training Assignment: If applicants for this position do not meet the minimum qualifications, a training assignment may be considered at a reduced salary.

Background Examination: Applicants for this position will be subject to a criminal background review before being considered for employment. Individual circumstances involving a criminal conviction will be reviewed to determine an applicant's eligibility for employment.

Compliance with All Appropriate Montana Tax Laws: Specifically, your tax status must be current.

New Employee Probation Status: For employees new to state government, final confirmation will be made following a six-month performance appraisal/probationary employment period.

Immigration Reform Control Act. In compliance with the Immigration Reform Control Act, Public Law 99-603, the successful applicant will be required to provide documentation showing lawful authorization to work in the United States within three days of hire.

Montana Compliance with Military Selective Service Act. In accordance with the Montana Compliance with Military Selective Service Act, the person selected for state employment must produce documentation showing compliance with the Federal Military Selective Service Act. Examples of this documentation include a registration card issued by Selective Service, a letter from Selective Service showing a person was not required to register, or information showing by a preponderance of evidence that a person's failure to register with Selective Service was not done knowingly or willfully.

Supplement Questions

Position Number: 58106120

Position Title: Individual Income Tax Specialist (Management Analyst)

Application Deadline: March 14, 2008

Instructions: Please complete the following supplement questions. Please put your name and the position number for which you are applying on the top of each page. Your responses must be printed clearly or typed on standard paper. Your responses may be used to evaluate your written communication skills. Your supplement answers may be reviewed separately from other selection material required (application and/or resume).

1. Please describe your income tax work experience. Give specifics detailing all stages of your audit work, tax experience, and training courses taken that relate to the job duties of an auditor/specialist.
2. Please describe your federal income tax knowledge. Give specifics on past work experience including the years of working with the Internal Revenue Code and the level of that work.
3. How would you prioritize workload requirements in a highly demanding and time sensitive working environment?